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## Meeting Minutes

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Cincinnati Recreation Commission  
Two Centennial Plaza, Suite 800  
805 Central Avenue  
Cincinnati, OH 45202  
Phone: 513-352-4000  
Fax: 513-352-4042



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Meeting Date:	July 6, 2016	Meeting Time:	10:00 a.m.
Project Title:	Clubhouse Renovation	Meeting Organizer:	Joe Schwind
Meeting Location:	Glenview Golf Course 10695 Springfield Pike Cincinnati, Ohio 45246		

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Meeting Subject: Clubhouse Renovation at Glenview Golf Course Pre Bid Meeting.

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Attendees: Please see attached sign in sheet.

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- Introductions
  - Cincinnati Recreation Commission (CRC)
    - Joe Schwind - Project Architect
    - Doug Woeste - Project Civil Engineer
    - Dan Jones - Supervising Engineer
  - FTCH
    - Heather McCarthy - Project Electrical Engineer
  - GOP Limited
    - Mike Frank – Project Structural Engineer
  - Purchasing
    - Greg Algie - Buyer
  - Billy Casper Golf
    - Paul Holzderber - Regional Director
- Project Roles
  - Purchasing – Greg Algie spoke of required effort in meeting DEI goal of 17% MBE subcontracting goal and 6% WBE subcontracting goal. Greg Algie is the point of contact for all questions concerning the project.
  - Department of Economic Inclusion (DEI) – Can be contacted at 513-352-3144.
  - Design Consultants:
    - GOP Limited – Structural Design
    - FTCH – Ventilation, Plumbing and Electrical Design
- Hazardous Materials
  - Pre-renovation survey is to be completed by CRC.
  - Hazardous materials encountered during the project will be abated by the City, with the exception of lead based paint which is the responsibility of the contractor.
- Access to the site prior to the bid
  - Bidders wishing to visit the site should contact Paul Holzderber to arrange site access a 513-771-0207 ext 3.

- Permits
  - The City has received the zoning certificate from Springfield Township.
  - The City has applied for the building permit
  - The City has applied for the HVAC permit
  - The contractor is responsible for any permits beyond the permits listed above as having been applied for by the City.
- Project Schedule
  - Bid Date: July 15, 2016 at **12:00 p.m.**
  - Projected Project Start Date: October 24, 2016 or Contract award date, whichever is later.
  - Project Completion Date: April 28, 2017
  - Question raised about the October start date, and if a delay would constitute any provisions. CRC stated that a contract is expected before October, and potentially September. April completion date is non flexible at this time.
  - The golf course will remain open during construction. Golf course operations will be functioning from a temporary office/trailer. This trailer is not part of the contract. The contractor will have full access to the Clubhouse building. The lower level will still be used for storage of golf carts, but arrangements will be made to move temporarily as needed for construction activities.
- Purchasing Procedures
  - All communications are through the Purchasing Division until the project is awarded.
- DEI Procedures
  - Please contact DEI on any questions or concerns with the DEI goals for the project.
- Project Site
  - The golf course will remain open throughout the project.
  - The contractor will have partial use of the parking lot during construction. The parking lot closest to the clubhouse will remain open for customers of the golf course. Driving range parking lot will be available for construction workers.
  - Site access to the clubhouse will be via the west driveway adjacent to the clubhouse.
  - Golf course is a very active site and the contractor is to be aware of the activities of the patrons.
- Project Description
  - The middle of the building will be completely renovated. There will be new restrooms, offices, finishes, and lights. The entrance will be replaced and front windows expanded.
  - New pavilion to be constructed in front of the clubhouse. Utilities to be extended to the pavilion.
  - Three alternates on project. See bid form.
  - No new HVAC units
  - Basement ceiling repairs needed to achieve fire rating
  - The HVAC ductwork in the basement will be reworked to comply with the fire separation required in the building.
  - The lintels above the large openings in the front of the building will be replaced. See structural details for replacement requirements.

- Site Tour and Questions
  - Questions:
    - CRC not permitted to disclose project budget.
    - CRC confirmed that combined bid or separate bids for the general construction, plumbing, mechanical, and electrical are acceptable.
    - CRC confirmed that contractors are each responsible for cutting and patching that pertains to their trade.
    - CRC confirmed that the \$15,000 contingency amount is included in Bid Item 1 General Construction total.
  - Tour:
    - Attic will be emptied out.
    - Downstairs ceiling needs to be repaired. Water heater needs to be enclosed. Duct work needs reconfigured. Downstairs restrooms will not be used by golfers.
    - Pavilion is to be placed out where the tent currently is.
    - The sloped entrance area by the existing entrance to the back room is to be removed; it does not currently meet ADA.
    - Floor protection needed in back room; all other flooring is to be replaced.
    - All new exterior storm drains will outlet upstream of existing private sewer drain on property.
    - There is minimal lay down area on the site immediately adjacent to the building.

Glenview Golf Course  
Clubhouse Renovation  
July 6, 2016

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